

# TRANSPORTATION ENHANCEMENT PROGRAM

## REQUEST FOR PROPOSALS - Project Solicitation for FY 2008

### Application Packet Contents

Part A General Information	<u>Page</u>
1. Program Overview.....	1
2. Eligibility.....	2
3. Application Process.....	3
4. Roles & Responsibilities .....	7
5. Project Requirements and Eligibility.....	9
6. Project Selection .....	14
7. Selection Criteria .....	14
8. If Your Project Is Funded .....	19
9. Glossary .....	20
 Part B Application Instructions and Forms .....	 1-10

**Applications due January 31, 2005**

## 1. ENHANCEMENT PROGRAM OVERVIEW

The Idaho Transportation Enhancement Program is a statewide competitive program that distributes federal funds to projects that strengthen the cultural, aesthetic, or environmental value of Idaho's surface transportation system. The eligible activities focus on improving the transportation experience in and through local communities. This solicitation requests applications for projects that will be constructed in FY2008.

Idaho Transportation Board policy (B-11-03) sets the maximum federal-aid award for a project at \$500,000. An estimated \$6 million in federal aid will be available for new projects in FY2008. There are 12 eligible activities identified in the Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21). Enhancement funds are available only for special or additional activities not normally required on a highway or other transportation project. The funds cannot be used for routine or customary elements of construction and maintenance or for required mitigation.

**THIS IS NOT A GRANT PROGRAM.** The Sponsor (see glossary) pays the cost of the project and submits a reimbursement request to the Idaho Transportation Department (ITD). Sponsors must budget for these costs.

**MATCHING FUNDS ARE REQUIRED.** Match is calculated on a sliding scale from 2-10 percent, depending on the total cost of the project. The match requirement is best met with cash. If necessary, in-kind contributions of land, materials, or services can be used for match but must be approved in advance. Overmatching is discouraged.

As a part of the application, the Sponsor must provide a complete cost estimate for the project and identify the source and type of matching funds. **Costs in excess of the budget will be the responsibility of the Sponsor.** Alternatively, the Sponsor may be required to reapply for funding at a later time.

Enhancement projects **must conform to federal and state procedures and requirements for project development and contracting.** These requirements include environmental protection, right-of-way acquisition, consultant selection, labor and civil rights, procurement, and various permits, certifications, and clearances. A construction project is built by a third-party contractor. ITD will review the project plans and activities for compliance with its procedures and requirements.

**Costs incurred on a project prior to federal approval of the Statewide Transportation Improvement Program (STIP) and an executed agreement between ITD and the Sponsor are NOT ELIGIBLE for federal-aid reimbursement nor can they be applied to the required match.**

The current highway act (TEA-21) was funded through FY2003. Be advised that Idaho Transportation Board approval of federal funding for all transportation enhancement projects programmed after FY2004 remains contingent upon the future availability of enhancement funds.

## 2. ELIGIBILITY

Proposed projects must meet all three of the eligibility criteria.

**A. Projects must fit at least one of the transportation enhancement activities.**

<i>No.</i>	<i>Transportation Enhancement Activity</i>	<i>Page</i>
1	Facilities for pedestrians and bicyclists	9
2	Safety and educational activities for pedestrians and bicyclists	9
3	Acquisition of scenic easements and scenic or historic sites	9
4	Scenic or historic highway programs	10
5	Landscaping and other scenic beautification	10
6	Historic preservation	11
7	Rehabilitation and operation of historic transportation buildings, structures, or facilities	11
8	Preservation of abandoned railway corridors	11
9	Control and removal of outdoor advertising	12
10	Archaeological planning and research	12
11a	Mitigation to address water pollution due to highway runoff	12
11b	Mitigation to address vehicle-caused wildlife mortality	13
12	Establishment of transportation museums	13

In Idaho, the eligible activities fall into three categories:

- Historic (activities 3, 4, 6, 7, 10, and 12)
- Scenic and Environmental (activities 3, 4, 5, 9, 11a, and 11b)
- Pedestrian or Bicycle (activities 1, 2, and 8).

**B. Projects must have a relationship to the surface transportation system.** Surface transportation covers all elements of the multi-modal transportation system, including water, but excluding aviation. The relationship may be by function, proximity, or benefit. These terms are explained in the glossary.

**C. Projects must be over and above routine or required projects or activities.** Activities required by TEA-21 or other federal laws (including environmental, historic preservation, or public health and safety regulations) are not considered enhancements. Routine maintenance, such as weed control or

repaving existing paths or walkways, and customary elements of roadway construction, such as lighting, traffic signals and noise barriers, are also not eligible.

### 3. APPLICATION PROCESS

Transportation Enhancement projects are selected through a competitive process. The information you provide in the application will be used to determine your project's eligibility, priority, and placement in the program.

#### **Cap on federal funds is \$500,000**

Transportation Enhancement projects are limited to a maximum of \$500,000 in federal aid. **Projects requesting more than \$500,000 in federal aid will not be considered.** Sponsors can use a phased approach for more costly projects as long as each phase provides a usable facility. Each phase will require a separate application.

#### **Match Requirements**

Match is required and is based on the following schedule:

- 2% for a project with total costs up to \$100,000;
- 4% for a project with total costs from \$100,001 - \$200,000;
- 6% for a project with total costs from \$200,001 - \$300,000;
- 8% for a project with total costs from \$300,001 - \$400,000; and
- 10% for a project with total costs from \$400,001 - \$500,000.

Total project cost is the total cost of a project, or portion of a larger project, that is eligible for enhancement funding. It includes match and federal aid. Refer to the instructions in Part B for details and example calculations. **Federal aid received by the Sponsor must be reimbursed to the federal government if the project does not go to contract.**

#### **Eligible Match**

Cash is preferred, and generally funds from federal agencies other than the Federal Highway Administration (FHWA) can be used as match. Donations of services, materials, and property can also apply toward match **if approved in advance**. The following applies to Sponsors intending to use force account work as part of match:

*Any work done by state or local forces on federal-aid projects must show that the work is in the public interest on an ITD-2395, Request for Federal Aid on No-Bid Items of Work (Force Account). This form requires a Cost Effectiveness Analysis of the work to be performed by the state or local forces (5a) and a comparison of the cost for the same work to be performed by the contractor (5b).*

**Caution:** *If any donations are appraised at less than their estimated value, the Sponsor will be required to meet the match ratio and may need to make up the difference with cash.*

### **Project Solicitation Cycle**

Enhancement projects are assigned to a fiscal year (FY) for construction. The fiscal year is based on the federal fiscal year that begins October 1 of the preceding calendar year and ends on September 30. This solicitation is for projects that will be constructed or go to contract for construction in FY2008 (October 1, 2007 - September 30, 2008).

### **Compliance with Transportation Goals and Plans**

Proposed projects must be consistent with statewide or local transportation or comprehensive plans covering the project area.

### **Combining Enhancement Activities with Other Activities**

Enhancement activities can be developed as stand-alone projects or as parts of larger projects. Elements that have a direct relationship to the surface transportation system and that qualify as enhancement activities can be paid with Enhancement funds. Other project work must be paid by the Sponsor or through other funding sources and should not be part of the application. An example of this is a visitor's center project where a portion of the building will be used as office space for an agency and not for visitor center activity.

### **Determining Eligibility**

Projects must meet all of the eligibility criteria described on pages 2-3. If you're not sure your project qualifies, please contact the ITD District or MPO area contact for assistance before proceeding with your application.

### **Federal Guidance on the Transportation Enhancement Program**

The FHWA oversees transportation enhancement funds and has published a Final Guidance on Transportation Enhancement Activities, which is available at [www.fhwa.dot.gov/environment/te/guidance.htm](http://www.fhwa.dot.gov/environment/te/guidance.htm). The section on TE Questions and Answers may be especially helpful to applicants with questions about project eligibility. Be aware that not all aspects of the federal program are implemented in Idaho.

### **Application Forms and Submittal Requirements**

Application forms with additional information and instructions are in Section B, Application Materials. Digital versions can be viewed and downloaded at [www.itd.idaho.gov/planning/reports/enhancement/EnhancementProgram.html](http://www.itd.idaho.gov/planning/reports/enhancement/EnhancementProgram.html). The forms permit direct entry of information which can then be printed. You must submit an original (original signature) and 11 copies of your application. Your application, including letters of support, must not exceed 15 single-sided pages.

### **Complete Application**

Only the information submitted in the application will be considered during the eligibility and funding review. Applications with missing or contradictory information concerning eligibility will not advance through the evaluation process.

### **Application Deadline**

Applications are due by close of business on **Monday, January 31, 2005.**

## Submitting Your Application

### **For projects located within a Metropolitan Planning Organization (MPO) Boundary**

All projects must be submitted through the MPO. Applicants proposing a project located within a MPO **must** contact the MPO to clarify project eligibility, project development, and implementation requirements. Upon request, MPOs also provide application assistance.

*For projects located within the cities of Pocatello or Chubbuck and the urbanized boundary of Bannock and Power Counties:*

#### **Bannock Planning Organization (BPO)**

P.O. Box 6129

(214 East Center)

Pocatello, ID 83205-6129

**Contact:** Connie Doerr, Planning Technician

Phone (208) 233-9322, ext. 13, fax (208) 233-4841, email [connie@bplan.org](mailto:connie@bplan.org)

*For projects located within the cities of Idaho Falls, Iona, and Ammon and the urbanized boundary of Bonneville County:*

#### **Bonneville Metropolitan Planning Organization (BMPO)**

P.O. Box 50220

(380 Constitution Way)

Idaho Falls, ID 83405-0220

**Contact:** Darrell West, Director

Phone (208) 528-5530, fax (208) 528-5520, email [darrellw@ci.idaho-falls.id.us](mailto:darrellw@ci.idaho-falls.id.us)

*For projects located within Ada or Canyon Counties:*

#### **Community Planning Association of Southwest Idaho (COMPASS)**

800 S. Industry Way, Suite 100

Meridian, ID 83642

**Contact:** Linda Ritter, Assistant Planner

Phone (208) 855-2558, ext. 225, fax (208) 855-2559, email [LRITTER@compassidaho.org](mailto:LRITTER@compassidaho.org)

*For projects located within Kootenai County:*

#### **Kootenai Metropolitan Planning Organization (KMPO)**

221 West First Avenue, Suite 310

Spokane, WA 99201

**Contact:** Tanna Dole, Transportation Planner

Phone (800) 698-1927, fax (509) 343-6400, email [tdole@srtc.org](mailto:tdole@srtc.org)

*For projects located within Lewiston:*

#### **Lewis Clark Valley Metropolitan Planning Organization (LCVMPO)**

P.O. Box 759

(215 "D" Street, Lewiston, ID 83501)

Asotin, WA 99402

**Contact:** Steven Watson, Director

Phone (208) 746-1318, fax (208) 746-5595, email [SWatson@CityofLewiston.org](mailto:SWatson@CityofLewiston.org)

**For projects located outside a MPO Boundary**

All other projects should be submitted through the Idaho Transportation District where the project is located.

*For projects within the counties of Boundary, Bonner, Benewah, and Shoshone:*

**District 1** - Idaho Transportation Department

600 West Prairie

Coeur d'Alene, ID 83815-8764

**Contact:** Sean Hoisington, Senior Transportation Planner

Phone (208) 772-1274, fax (208) 772-1203, email [sean.hoisington@itd.idaho.gov](mailto:sean.hoisington@itd.idaho.gov)

*For projects within the counties of Latah, Clearwater, Lewis, Idaho, and the non-urbanized area of Nez Perce:*

**District 2** - Idaho Transportation Department

P.O. Box 837

(2600 North & South Highway)

Lewiston, ID 83501-2028

**Contact:** Kevin Lilly, Local Roads Coordinator

Phone (208) 799-4234, fax (208) 799-4301, email [kevin.lilly@itd.idaho.gov](mailto:kevin.lilly@itd.idaho.gov)

*For projects within the counties of Adams, Valley, Washington, Payette, Gem, Boise, Elmore, and Owyhee and the non-urbanized area of Canyon:*

**District 3** - Idaho Transportation Department

P.O. Box 8028

(8150 Chinden Blvd., 83714-1367)

Boise, ID 83714-1367

**Contact:** Sue Sullivan, Senior Transportation Planner

Phone (208) 334-8955, fax (208) 334-8917, email [sue.sullivan@itd.idaho.gov](mailto:sue.sullivan@itd.idaho.gov)

*For projects within the counties of Camas, Blaine, Gooding, Lincoln, Jerome, Minidoka, Twin Falls, and Cassia:*

**District 4** - Idaho Transportation Department

P.O. Box 2-A

(216 Date Street, 83352)

Shoshone, ID 83714-1367

**Contact:** Bob Humphrey, Senior Transportation Planner

Phone (208) 886-7832, fax (208) 886-7895, email [bob.humphrey@itd.idaho.gov](mailto:bob.humphrey@itd.idaho.gov)

*For projects within the counties of Bingham, Caribou, Oneida, Franklin and Bear Lake and the non-urbanized areas of Power and Bannock:*

**District 5** – Idaho Transportation Department

P.O. Box 4700

(515 South 5<sup>th</sup>, 83204)

Pocatello, ID 83205-4700

**Contact:** Judy Harmon, Senior Transportation Planner

Phone (208) 239-3369, fax (208) 239-3367, email [judy.harmon@itd.idaho.gov](mailto:judy.harmon@itd.idaho.gov)

*For projects within the counties of Lemhi, Custer, Butte, Clark, Fremont, Jefferson, Madison, and Teton and the non-urbanized area of Bonneville:*

**District 6** - Idaho Transportation Department

P.O. Box 97

(206 North Yellowstone, 83442)

Rigby, ID 83442-0097

**Contact:** Lance Holmstrom, Senior Transportation Planner

Phone (208) 745-5608, fax (208) 745-8735, email [lance.holmstrom@itd.idaho.gov](mailto:lance.holmstrom@itd.idaho.gov)

For questions about projects that do not fit within a specific geographic area, or to receive additional application packets, contact the Enhancement Program Coordinator. If you need general information on bicycle pathways, contact the Bicycle/Pedestrian Coordinator. All other questions should be directed to the district contact.

**Intermodal Planning Section**

Idaho Transportation Department  
3311 West State Street  
P.O. Box 7129  
Boise, ID 83707-1129  
Phone (208) 334-8489, fax (208) 334-4432  
email [gail.ewart@itd.idaho.gov](mailto:gail.ewart@itd.idaho.gov)  
**Contact:** Gail Ewart, Enhancement Program Coordinator

**Intermodal Planning Section**

Idaho Transportation Department  
3311 West State Street  
P.O. Box 7129  
Boise, ID 83707-1129  
Phone (208) 334-8272, fax (208) 334-4432  
email [mark.mcneese@itd.idaho.gov](mailto:mark.mcneese@itd.idaho.gov)  
**Contact:** Mark McNeese, Bicycle/Pedestrian Coordinator

#### 4. ROLES AND RESPONSIBILITIES

**Applicant and Sponsor**

Applicants can be a public agency, private organization, or special interest group that originates the enhancement project. Applicants may contribute cash, property, materials, and labor or services to the project. If the Applicant is not a public agency, a local, state, tribal, regional or federal agency must act as Sponsor.

The Sponsor is a governmental agency that agrees **by contract** to be responsible for financing the project, managing its development and construction, and providing or arranging long-term maintenance. Maintenance is critical, and projects will not proceed to construction unless long-term maintenance can be assured. This requirement prevents situations where, for instance, a bicycle pathway is constructed but becomes unusable over time because little or no maintenance is performed.

**Federal and State Roles**

The Federal Highway Administration (FHWA) reviews the proposed projects and authorizes funding. ITD, acting as an agent of FHWA, assists Sponsors and Applicants, reviews plans and estimates, monitors the project development process, awards contracts, ensures conformance to standards, and disburses payments.

**Design and Construction Standards**

All enhancement projects must conform to ITD and AASHTO design standards, or the accepted standards for the type of work being done (architectural standards, building codes, etc.). Projects located within the federal-aid highway system must meet ITD/FHWA design and construction policies and standards. Bicycle facility design standards are in *AASHTO's 1999 Guide for the Development of Bicycle Facilities* ([www.transportation.org/publications/bookstore.nsf](http://www.transportation.org/publications/bookstore.nsf)). Bicycle and pedestrian facilities design standards are set forth in Section 40 of Appendix A of the Design Manual, [www.itd.idaho.gov/manuals/Downloads/design.htm](http://www.itd.idaho.gov/manuals/Downloads/design.htm).



## Federal Project Requirements

Projects must conform to federal requirements and state regulations. (See glossary for definitions of terms and acronyms.)

<i>Environmental &amp; Cultural</i>	National Environmental Policy Act (NEPA) process, wetland permits, Endangered Species Act, Section 4(f), and Section 106 Procedures
<i>Property Acquisition Act</i>	Uniform Relocation Assistance and Real Properties Acquisition
<i>Labor</i>	Davis Bacon Act, Civil Rights Act, and Disadvantaged Business Enterprise (DBE) Program
<i>Contracts</i>	Competitive bidding requirements, Qualifications-Based Selection, Title VI
<i>Procurement</i>	Common Rule (49 CFR 18), Buy America

## Cost Estimates

The Sponsor must provide a complete cost estimate for the project and identify the source and type of match. Good cost estimates are vital to ensure that projects are completed on time and within budget.

**Costs in excess of the project budget will be the responsibility of the Sponsor or may cause the Sponsor to reapply for funding at a later time.**

Cost factors often underestimated by Applicants not familiar with federal-aid requirements include:

- Labor/Pay Rates – Projects over \$2,000 that are located within the existing right-of-way of a federal-aid highway are subject to “Davis Bacon” wage rates. See [www.gpo.gov/davisbacon/id.html](http://www.gpo.gov/davisbacon/id.html) for current Idaho rates. Contractors may not use volunteer labor if Davis Bacon rules apply. On the other hand, a state highway or local government agency may use volunteer laborers under their direct control as a force account effort.

*Please note that Davis-Bacon does not apply to projects whose eligibility is based on function such as bike paths or restoration of railroad facilities that are located outside the highway right-of-way. It does apply to projects that are linked to the highway such as a wetland to filter highway run-off even though the actual project is not on the physical right-of-way of the federal-aid highway.*

- Environmental Documentation – Allow sufficient time and expense for evaluating wetlands, endangered species, hazardous materials, historic or archeological sites, and subsequent mitigation activities. Incorporating good photos in your application may also expedite decisions.
- Right-of-way – Include costs for appraisal, negotiations, purchase, or transfer. **Use of donated property or existing public right-of-way will involve the cost of an appraisal that follows federal guidelines for right-of-way acquisition.**

## 5. PROJECT REQUIREMENTS AND ELIBILITY

The National Transportation Enhancement Clearinghouse has excellent guidance on each of the eligible activities. Visit [www.enhancements.org/12\\_activities.asp](http://www.enhancements.org/12_activities.asp) for additional details on eligibility and example projects.

### 1. **BICYCLE AND PEDESTRIAN FACILITIES**

#### **Minimum Requirements**

- Must provide access to a destination or links to other modes of transportation.
- Must meet *1999 AASHTO Guidelines for the Development of Bicycle Facilities*. Questions about the guidelines should be directed to the ITD bike/pedestrian coordinator referenced on page 7.
- Must consider accessibility by persons with disabilities.
- Must be consistent with adopted community plan(s).

#### **Eligible**

- New or reconstructed sidewalks, walkways or curb ramps.
- Bike lane striping, wide paved shoulders, bike parking and bus racks.
- Off-road trails.
- Bike and pedestrian bridges and underpasses.

#### **Not Eligible**

- Replacement or repair of facilities caused by lack of routine maintenance activities.
- Project is solely for recreational use and provides no connectivity or links to other modes of transportation.

### 2. **SAFETY & EDUCATION ACTIVITIES FOR PEDESTRIANS AND BICYCLISTS**

#### **Minimum Requirements**

- Must be accessible to a broad spectrum of the public.
- Must be consistent with state and local code on bicycle and pedestrian travel.

#### **Eligible**

- Campaigns promoting safety awareness or safe routes to schools.
- Safety training activities and classes.
- Training materials such as videotapes, brochures and maps.

#### **Not Eligible**

Construction projects.

### 3. **ACQUISITION OF SCENIC EASEMENTS AND SCENIC OR HISTORIC SITES**

#### **Minimum Requirements**

- Requires written agreement or other mechanism to preserve scenic or historic values.
- Land acquired must have significant aesthetic, natural, visual, or open-space values.
- Clear relationship to surface transportation.

***Eligible***

- Acquisition of scenic land easements, vistas and landscapes, including appraisals, surveys, legal costs, and closing costs.
- Purchase of buildings in historic districts or historic properties.
- Protection of structures having unique design or construction features or having significant features connected with a notable designer or architect.

**4. SCENIC AND HISTORIC HIGHWAY PROGRAMS (including tourist and welcome centers)**

***Minimum Requirements***

- Must be a highway location with significant scenic or historic values.
- Some waivers of federal design standards are allowed if located on a designated scenic or historic byway.

***Eligible***

- Turnouts and overlooks.
- Visitor centers and viewing areas.
- Installation of designation signs and markers.
- Planning and designing new scenic and historic byways.
- Tourist facilities, such as kiosks, interpretive displays, and welcome centers.

***Not Eligible***

- Construction of safety rest areas (eligible items in rest area projects are permitted).
- Construction of new scenic or historic highways or road lanes.

**5. LANDSCAPING AND OTHER SCENIC BEAUTIFICATION**

***Minimum Requirements***

- Improves the attractiveness of areas within view of a highway or other transportation facility such that it enhances use or appreciation of the facility.
- Maintenance Plan.

***Eligible***

- Improvements such as street furniture, lighting, public art and landscaping along streets, historic highways, trails and interstates, waterfronts and gateways.
- Restoration of historic landscapes.
- Planning, testing, and planting for restoration or reintroduction of native plant communities and appropriate adaptive species.
- Site interpretation or information about resource preservation programs.

***Not Eligible***

- Construction or rehabilitation of rest areas or parks.
- Benches, restrooms, and water fountains (though these may be eligible as pedestrian facilities or as part of a tourist/welcome center).
- Routine, incidental, or maintenance activities.
- Seeding or planting for erosion control or screening purposes.
- Tree removal (except under specific conditions).

**6. HISTORIC PRESERVATION**

**Minimum Requirements**

- Must be listed or eligible for listing on the National Register of Historic Places.
- Enables public access to the historic property.
- Clear relationship to surface transportation.

**Eligible**

- Preservation of a historic district, site, structure, object, or landscape related to surface transportation.
- Restoration and reuse of historic buildings for transportation-related purposes.
- Access improvements to historic sites and buildings.

**Not Eligible**

- Expenditures required by Section 4(f) of the U.S. Department of Transportation Act of 1966 or Section 138 of Title 23, Preservation of Parklands.
- Actions to avoid or mitigate the effect of a project on any historic place.
- Elements of a project that result in inappropriate alterations to historic facilities.

**7. REHABILITATION AND OPERATION OF HISTORIC TRANSPORTATION FACILITIES**

**Minimum Requirements**

- Must be listed or eligible for listing on the National Register of Historic Places.
- Significant historic features must be preserved.
- Completed project must be open to the general public for a transportation or non-transportation use consistent with the historic character of the property.

**Eligible**

- Buildings and related structures associated with operation, use, construction, or maintenance of modes of surface transportation.
- Restoration of railroad depots and bus stations.
- Rehabilitation of rail trestles, tunnels, bridges and canals.

**8. PRESERVATION OF ABANDONED RAILWAY CORRIDORS**

**Minimum Requirements**

- Railroad corridors must be authorized for abandonment by the U.S. Surface Transportation Board (STB), pending abandonment approval by the STB, and may be "rail banked" under a federal or state authority.
- Must be for public use.
- Project sponsor(s) must be able to acquire full title or easement to the property.

**Eligible**

- Acquiring railroad rights-of-way.
- Planning, designing and constructing multi-use trails.
- Developing rail-with-trail projects.
- Purchasing unused railroad property for reuse.

**Not Eligible**

Preserving a rail corridor for future highway or public transit uses (e.g., light rail).

## **9. CONTROL AND REMOVAL OF OUTDOOR ADVERTISING**

### ***Minimum Requirements***

- Control efforts must be beyond existing requirement to exercise “effective control” (sections 104 and 131 of Title 23).

### ***Eligible***

- Control or removal of existing signs, displays, and devices which are not compatible with their surroundings.
- Inventories of existing signs (for use in planning control or removal efforts).

### ***Not Eligible***

- Advertising that would otherwise have to be removed pursuant to state or federal regulation.

## **10. ARCHAEOLOGICAL PLANNING AND RESEARCH**

### ***Minimum Requirements***

- Project sites or research areas must be associated with transportation facilities.
- Must produce a useable product (such as a report, database or site identification system) that is available to public agencies for planning, design, and maintenance of transportation facilities.

### ***Eligible***

- Archaeological research, preservation planning and interpretation.
- Developing interpretive signs, exhibits and guides.
- Preparation and cataloguing of artifacts for exhibition.
- Inventories and surveys.

### ***Not Eligible***

- Actions required to avoid or mitigate project-related effects (under section 138 of Title 23 or section 303 of Title 49).
- Actions required by the Archaeological Resources Protection Act or the Archaeological Conservation Act.

## **11a. MITIGATION TO ADDRESS WATER POLLUTION DUE TO HIGHWAY RUNOFF**

### ***Minimum Requirements***

- Must be beyond what is normally required as mitigation for transportation projects.
- Must be beyond routine or required maintenance for existing facilities.

### ***Eligible***

- Detention and sediment basins for retaining sediments and pollutants.
- Wetlands acquisition and restoration.
- Runoff pollution studies.
- Channel stabilization, storm drain stenciling and river clean-ups.

### ***Not Eligible***

- Erosion and sediment controls that are standard construction practices or Best Management Practices, or required by a NPDES permit or Sediment/Erosion Control Plan as part of a planned construction project.

- Required or neglected maintenance of roadside slopes and highway drainage features.

#### **11b. MITIGATION TO REDUCE VEHICLE-CAUSED WILDLIFE MORTALITY**

##### ***Minimum Requirements***

- Must be beyond what is normally required as mitigation for transportation projects.

##### ***Eligible***

- Replacing roadside vegetation with low-growing species to improve visibility or with species less attractive to wildlife.
- Installing or modifying facilities to accommodate wildlife passage across highways.
- Monitoring and data collection on habitat fragmentation and vehicle-caused wildlife mortality to determine appropriate mitigation.

#### **12. ESTABLISHMENT OF TRANSPORTATION MUSEUMS**

##### ***Minimum Requirements***

- Must be open to the public.
- Must have one full-time paid professional staff member with museum knowledge and experience.
- Must be educational in nature with a stated mission and formal programs for care and maintenance of exhibits and collections, and presentations to the public.
- Must meet ADA-accessibility requirements.
- Must be a "not for profit" or government entity.

##### ***Eligible***

- Construction of a new museum with exhibits relating primarily to the history of transportation and travel.
- A transportation wing in an existing facility.
- Conversion of railroad stations or historic properties into museums with transportation themes.
- Purchase of artifacts necessary for the creation and operation of the facility.

##### ***Not Eligible***

- Displays, segments of buildings, or objects not directly related to transportation.
- Objects or structures related to aviation.

## 6. PROJECT SELECTION

ITD and FHWA staff will review the project proposals for completeness, clarity, and eligibility. The contact person designated on the application may be asked to verify or clarify application information.

Under Idaho Transportation Board Policy B-11-03, an Enhancement Advisory Committee (EAC) is charged with reviewing the applications and recommending a prioritized list of projects to the Idaho Transportation Board during the annual update of the Statewide Transportation Improvement Program (STIP).

The EAC is composed of the following representatives:

- the Administrator of the Local Highway Technical Assistance Council;
- one person (to rotate annually) representing Metropolitan Planning Organizations;
- one person from the Idaho Historical Society representing historical interests;
- one person from the Bureau of Land Management representing scenic interests;
- one person representing tourist and recreational interests;
- the ITD Bicycle/Pedestrian Coordinator representing bicycle/pedestrian interests;
- an ITD District Senior Environmental Planner representing environmental interests; and
- the Enhancement Program Coordinator from the Federal Highway Administration, Idaho Division office, will be an ex-officio member of the committee.

Projects will be placed in the FY2008 Enhancement Program based on their priority ranking and availability of funds. They will first appear in the draft STIP, which is available for public comment during July.

The Idaho Transportation Board normally approves the STIP in September. Those projects approved for funding then go to the Federal Highway Administration and Federal Transit Administration as part of the Statewide Transportation Improvement Program. Notification of project placement in the STIP will take place sometime in October or November.

## 7. SELECTION CRITERIA

The Idaho Transportation Board has established funding targets for enhancement activities as shown below:

Historic	15%-30% of available funding
Scenic and Environmental	15%-30% of available funding
Pedestrian and Bicycle	40%-70% of available funding

Projects are scored and ranked within these three categories using general criteria and project-specific criteria. A summary of the scoring system is shown below, followed by examples of the factors considered for each criterion.

MAX POINTS	CRITERIA
20	<b>Quality of Experience:</b> Enhancement of the quality of the traveling experience or the quality of life.
25	<b>Support:</b> Multi-jurisdictional support, especially financial commitments; contributions by others, especially cash; public involvement and/or approval by agencies, private citizens, and nonprofit groups in the area.
25	<b>Plans and Goals:</b> Advancement of enhancement-related goals; included in a state or local long-range plan; the priority assigned by a metropolitan or regional planning organization or identified as a top priority in a local plan; advancement of statewide government initiatives.
30	<b>Project-Specific Criteria:</b> Rating factors for each of the three main project groups (historic, scenic and environmental, and bicycle and pedestrian).

*100 points possible*

### **Quality of Experience**

#### *Primary factors:*

- Increases awareness and appreciation of historic, visual, natural resource or community values associated with the surface transportation system.
- Enhances community pride or overall quality of life.
- Preserves or enhances the appearance of transportation routes or facilities, including areas viewed from a route or facility.

#### *Other considerations:*

- Improves access, mobility, or safety, especially for people whose transportation options are limited.
- Improves connections between different transportation modes and carriers.
- Improves attractiveness of routes or modes not intended to provide shortest travel time.
- Provides a complete, useable facility or product—not isolated or piecemeal.
- Benefits a significant percentage of the traveling population.

### **Support**

#### *Primary factors:*

- Reliability and type of matching funds committed for the project.
- Documented support, such as letters, by the local community, including local, state or federal agencies other than Sponsor; evidence of public involvement efforts, such as published notices.
- Capability and commitment of Sponsor and Applicant based on past projects.
- Maintenance commitment is adequate and appropriate.

#### *Other considerations:*

- Interagency partnerships and public participation.
- Documented support by regional, statewide, or national not-for-profit organizations with established interests related to the type of project.

### **Plans and Goals**



*Primary factors:*

- Actively advances goals, policies or programs for protecting or enhancing cultural, aesthetic or environmental values related to the surface transportation system.
- Provides transportation options and features that help make communities more livable.
- Priority ranking by MPO, other regional planning agency, multi-jurisdictional group or local community.
- Part of a multi-jurisdictional plan or effort.
- Fills a deficiency identified in a transportation plan, comprehensive plan, or other plan adopted by a federal, state, regional or local agency in the project vicinity.
- Advances the goals of or is part of a statewide governmental initiative, such as rural development or safe routes to schools.

*Other considerations:*

- Enhances the state's travel and tourism efforts.
- Strength of the project's relationship to the surface transportation system (function, proximity and benefit).
- Encompasses more than one enhancement activity in a logical and coordinated manner.
- Coordination with other planned projects.

## **PROJECT-SPECIFIC CRITERIA**

### **1. Historic Preservation Projects (Activities 3, 4, 6, 7, 10, and 12)**

*Site Significance:*

- Recognized historical or archaeological significance (listed in or eligible for the National Register of Historic Places, other registers, or local recognition documented in plans and/or promotional literature).
- Within or adjacent to a designated or nominated Scenic Byway, "Historic and Scenic Highway" segment, listed in or eligible for the National Register Historic District, or National Historic Trail.

*Project Priority:*

- Condition or sensitivity of the site or resource. Potential loss or damage if not protected.
- Potential for yielding significant archaeological data or preservation of significant examples of an area's history, culture, or architecture.
- Maintenance or preservation of the historic integrity of the property.
- Potential for contribution to historic celebration or commemoration.

*Value/Benefit:*

- Long-range plans for the property (highest priority for transportation-related uses).
- Improvement to structural integrity or protection from deteriorating elements (these will receive higher priority than aesthetic improvements only).
- Protection of features or objects that are rare, unique, or of statewide significance.
- Useful, accessible, or valuable to a large number and broad spectrum of people.
- Cost efficiency of a coordinated, planned program.

- Use of professionally accepted techniques for historic preservation or archaeological research.
- Feasibility of the project.
- Convenient location or access. Appropriate format or presentation of information.
- Aesthetic enhancement in addition to historic preservation.

## **2. Scenic or Environmental**

### **A. Scenic Projects** (Activities 3, 4, 5, and 9)

#### *Site Significance:*

- Exceptionally rare or beautiful; of statewide, regional, or national significance.
- Portrayal in national, state, local, or regional travel/promotional literature.
- Local recognition of scenic value or beautification needs.
- Within or adjacent to a designated Scenic, Historic or Backcountry Byway or other publicized tour route.
- Within or adjacent to a special use area, such as a park, wildlife refuge, or national forest.
- Bordered by areas of natural beauty or attractive ornamental landscapes.
- Located at a prominent intersection or entrance point for a town or community.

#### *Project Priority:*

- Priority due to current use or proposed development of adjoining properties.
- Project linked to construction activities planned for the same route or locality.
- Lost opportunity or significant problems resulting if the project is not completed.
- Roadway or roadside enhancement of a highway that serves as a town's main street.

#### *Value/Benefit:*

- Visible to a high percentage of the area's traveling population.
- Improves a community's image or "sense of place."
- Safety improvement or environmental benefit in addition to aesthetic enhancement.
- Long-term benefits due to selection of native plants or low-maintenance vegetation.
- Landscape plantings that integrate vegetation with surroundings.
- Increases the percentage of Idaho transportation corridors rated "visually attractive."

### **B. Environmental Mitigation Projects** (Activities 11a and 11b)

#### *Site Significance:*

- Known to have erodible soils or unstable slopes.
- Higher-than-average rate of vehicle-caused wildlife mortality.
- In or near a special use area such as a park, wildlife refuge, or national forest.
- Benefits a river or lake listed as impaired on Idaho's 303(d) list, published by the Idaho Department of Environmental Quality. To review the list, visit [www.deq.state.id.us/water/surface\\_water/IntegratedReport/DraftReport.htm](http://www.deq.state.id.us/water/surface_water/IntegratedReport/DraftReport.htm).

#### *Project Priority:*

- Existing highway-related water pollution or wildlife mortality problem (higher priority than preventive measures).
- Potential harm to sensitive habitat, water supplies, or farmland if project not implemented.
- Potential harm to threatened or endangered species if project not implemented.

*Value/Benefit:*

- Potential to significantly reduce long-term water pollution or wildlife mortality impacts.
- Increases the potential of Idaho surface waters in meeting federal or state water quality standards.
- Aesthetic enhancement in addition to pollution control or wildlife mortality reduction.
- Proposed plantings and/or slope treatment reducing need for chemical weed control.

### **3. PEDESTRIAN AND BICYCLE PROJECTS**

#### **A. Construction Projects (Activities 1 and 8)**

*Site Significance:*

- Completes or extends a bikeway or walkway system. Facility provides a missing link or new connections between recognized trip origin and destination areas.
- Provides a complete, useable facility or product or is phased to provide a useable facility at each stage.
- Minimizes conflicts with motorized traffic. Allows safe, efficient passage at crossings and intersections.

*Project Priority:*

- Serves an important corridor, major roadway, or popular destination.
- Serves a high percentage and broad spectrum of potential users, or provides much-needed improvements for a "transportation disadvantaged" segment of the population.
- Addresses a recognized safety concern.
- Significant problems or lost opportunity resulting if project not completed.

*Value/Benefit:*

- Improves opportunities to cycle or walk. Removes or reduces deterrents or obstacles.
- Provides a more direct route or provides better access to important destinations such as schools.
- Addresses the safety, security or confidence of users. Provides adequate dimensions, signing and lighting, or safety/travel information.
- Accommodates bicyclists and pedestrians.
- Helps meet transportation needs of mobility-impaired individuals.
- Provides safe routes to school(s).

#### **B. Safety and Education Projects (Activity 2)**

*Project Priority:*

- Accessible to a broad segment of the general public.
- Accessible to intended users of the bicycle/pedestrian transportation system.
- Projects or programs relating to safe routes to schools.

*Value/Benefit:*

- Integration with other enhancement projects or coordination with the National Highway Traffic Safety Administration 402 Program without duplicating existing programs.

## 8. IF YOUR PROJECT IS FUNDED

Sponsors with projects recommended for funding will enter into an agreement (state/local, cooperative, etc.) with ITD and be required to make a cash deposit of \$2,000-\$10,000 to begin work. The deposit can be used toward match requirements for the project. Once the agreement is signed by ITD and the Sponsor, a consultant contract for preliminary engineering (PC) for the project will be initiated using the approved methods outlined in the Local Public Agency (LPA) manual ([www.itd.idaho.gov/manuals/Downloads/LPA.htm](http://www.itd.idaho.gov/manuals/Downloads/LPA.htm)). *(When a project is located on a street or highway over which ITD does not have legal jurisdiction, or when special conditions warrant, ITD may allow the public agency having jurisdiction to perform the work under the direction of ITD with concurrence from FHWA.)*

Design activity should begin in the year the project is approved. If the project requires acquisition (purchase or donation) of right-of-way, typically 18 months are needed to complete the acquisition activities. These activities may begin only after environmental clearance and design approval have been received and right-of-way plans have been approved. Initially, right-of-way funds will be scheduled one year prior to the construction date so that the project can be ready for bidding and obligation of construction funds no later than July 31, 2008, with construction in either FY2008 or FY2009, depending upon weather considerations. Federal funds to construct the project are only available to obligate when the final design, environmental, and right-of-way activities are completed.

Due to the large number of projects competing for limited funding, projects that are programmed for construction during FY 2008 will not be allowed to delay into a later fiscal year. Any project that is not ready for contracting during FY 2008 shall be dropped from the program and the Sponsor will have to reapply during the next programming cycle to obtain federal-aid funding. An exception may be granted by the Chief Engineer for projects which have most of the development completed and are very close to contracting.

If a feasible project is dropped from the Transportation Enhancement Program, the Sponsor is responsible for all costs incurred and must reimburse the federal government for any federal-aid funding that has been received.

## 9. GLOSSARY

**AASHTO** *American Association of State Highway and Transportation Officials*

**Applicant** The originator of an Enhancement project. Sometimes the same as the Sponsor (if a public agency) but often a private organization involved in promoting, developing, constructing, or maintaining a project in cooperation with a public agency sponsor. *Compare to Sponsor.*

**ADA** Americans with Disabilities Act of 1990, which establishes requirements for the provision of facilities that will accommodate use by people with disabilities.

**BMP** Beginning Milepost

**Benefit** (used as a means of establishing a project's relationship to the transportation system) Action that reduces adverse impacts of an existing facility or improves the use or service of an existing or planned facility. For examples, pedestrian walkways that reduce auto traffic in an area or creation of a wetland that filters pollutants from highway runoff.

**Categorical Exclusion** Determination (by FHWA) that a project will not, individually or cumulatively, result in adverse environmental effects. Projects with an approved "cat ex" do not require an Environmental Assessment or Environmental Impact Statement.

**Construction Engineering** Oversight of the project when being constructed (generally by ITD) calculated at a percentage of construction cost.

**Contingencies** A percentage of the construction cost set aside for cost increases or work order changes.

**DBE** *Disadvantaged Business Enterprise.* A woman- or a minority-owned business that has been certified for work on federal contracts. Federal-aid contracts include goals for contractors to use DBE firms for part of the project work.

**Davis Bacon Act** Sets wage requirements on federally funded projects greater than \$2000. Applies to all Enhancement projects within an existing federal-aid highway right-of-way, or linked to a federal-aid facility by proximity or impact. Does not apply to work by highway agency forces. Contractors may not use volunteer labor on Davis Bacon projects, but state or local agencies can if the workers are under their direct control as a force account effort.

**Federal-aid Projects** Activities funded solely or partly through the Federal Highway Administration. Applicants must share in project costs by providing Matching Funds.

**EMP** Ending Milepost

**FHWA or Federal Highway Administration** An agency of the US Department of Transportation which oversees various programs that provide funding and assistance for highway and other transportation projects.

**Function** (used as a means of establishing a project's relationship to the transportation system) Actual use or past use for transportation of people or goods. Commonly applies to bikeways, walkways, and other pedestrian/bicycle facilities. May also apply to historic preservation projects if the building, structure, or facility once served as a component of the transportation system or will be used for transportation upon completion of the project.

**In-Kind Match** The use of donated funds, materials, and/or services as all or any portion of the required matching funds. (ITD requires advance approval and a signed agreement for this.)

**Innovative Financing** Allows donated cash, materials, or services to count towards the match requirement (Sponsor's share of project costs).

**Intermodal Transportation System** All forms of transportation, considered in a unified, interconnected manner, including the National Highway System, principal arterial roads, and facilities for transferring from one mode of transportation to another. Also includes public transportation, access to ports and airports, and programs that improve mobility for special groups.

**Local Agency Agreement** A contract between ITD and the Sponsor outlining the proposed work and identifying which elements are to be completed by ITD, the Sponsor, or contractors.

**Maintenance Agreement** A written commitment by a private organization to provide long-term maintenance on a public right-of-way or public property. Often used where completed projects require maintenance treatments not typically performed by the state or local government maintenance crews.

**Match Ratio** Sponsor's share of project costs expressed as a percentage of total eligible costs. (The minimum match ratio for Enhancement projects varies based on total project cost. See page 3.)

**Matching Funds or Match** Sponsor's share of the costs on a federal-aid project. May be fulfilled through cash expenditures or approved in-kind contributions, and may be applied to any or all of the three project phases (preliminary engineering, right-of-way acquisition, construction).

**Mobilization** Preparatory work, such as movement of personnel, equipment, supplies, and incidentals to the project site, which must be performed prior to beginning actual construction.

**MPO** *Metropolitan Planning Organization.* A policy/planning body in designated urbanized areas (population 50,000 or more) composed of local elected officials, appropriate state officials, and officials (or representatives) of agencies that administer major modes of transportation in the area. All enhancement projects within MPO jurisdictions must be approved by that MPO.

**NEPA** *National Environmental Policy Act.* Requires federal agencies to consider social, economic, and environmental impacts before committing to a project. Defines procedures for evaluating impacts, documenting conclusions and mitigation activities, and incorporating public/agency involvement.

**NHPA** *National Historic Preservation Act.* Provides for identification, evaluation, registration, and treatment of historic sites and objects significant in American history, architecture, archeology, and culture.

**NTEC** *National Transportation Enhancements Clearinghouse.* NTEC is an information service for transportation enhancements sponsored by FHWA and Rails-to-Trails Conservancy. Visit the website at [www.enhancements.org](http://www.enhancements.org).

**NPDES** *National Pollutant Discharge Elimination System.* Program responsible for issuing permits which specify and limit point source discharges into water bodies under Section 402 of the Federal Clean Water Act.

**Preliminary Engineering** All work necessary to advance a project from concept to contract award. Includes scoping, planning studies, developing alternatives, environmental documentation, project design, and preparation of all project plans and contract documents.

**Proximity** (used as a means of establishing a project's relationship to the transportation system) Occurring "within the view," that is, the area seen by users of the transportation route or facility. May apply to scenic easements, landscaping projects, and removal of outdoor advertising—activities that may not contribute to the movement of people or goods, but which integrate a transportation facility with its surrounding environment and provide social benefits.

**Qualifications-Based Selection** A process to select professional services where a negotiated price is the acceptable practice of the profession (based on 23 CFR 172 and Idaho Code 67-2320).

**Right-of-way** The corridor of land occupied by a public road or other transportation facility. May also include lands held by a public agency or private entity for present or future uses related to transportation or utilities.

**Section 4(f)** *Section 4(f) of the U.S. Department of Transportation Act.* Requires that transportation projects avoid the use of publicly owned parks, recreation areas, wildlife and waterfowl refuges, and historic sites of national, state, or local significance unless there is "no prudent and feasible alternative." Does not apply to historic transportation facilities if the proposed work will not adversely affect the historic qualities associated with the facility.

**Section 106** *Section 106 of the National Historic Preservation Act of 1966.* Requires federal agencies, and others receiving federal funds, to consider their project's potential effects on properties listed in or eligible for the National Register of Historic Places.

**Sponsor** The governmental agency that has agreed to provide matching funds for an Enhancement project, manage project development and construction, and provide long-term maintenance. May be the agency that originated the project, or may be advancing the project in cooperation with a private organization not eligible to be a Sponsor. *Compare to Applicant.*

**STIP** *Statewide Transportation Improvement Program.* A five-year multimodal capital improvement program. The STIP is developed annually through coordinated efforts by ITD, federal and local governments, tribal governments, and the public. All Enhancement projects must be included in the STIP to be eligible for funding.

**Surface Transportation System** All elements of the Intermodal Transportation System excluding aviation.

**TEA-21** *Transportation Equity Act for the 21<sup>st</sup> Century.* The United States Highway Act for FY 1998-2003 under which the Transportation Enhancement Program is funded.

**Title VI** *Title VI of the Civil Rights Act of 1964.* All services, programs, and activities shall be offered, conducted, or administered fairly without regard to age, race, color, sex, or national origin.

**Uniform Relocation Assistance and Real Properties Acquisition Act** Provides protection and benefits for people whose property is acquired or who are displaced (forced to move) because of a federal or federally assisted program or project. On Enhancement projects, there are exemptions for property acquired by conservation organizations. Also, simplified procedures can be used in "voluntary transactions" (when the purchaser is not able or willing to condemn the property).

# TRANSPORTATION ENHANCEMENT PROGRAM

## Part B - Application Forms for FY 2008 Projects

	<u>Page</u>
General Instructions.....	1

### ***Required Items***

1. Project Summary & Certification.....	2
Instructions .....	3-4
2. Project Cost Itemization.....	5-6
Instructions .....	7
3. Instructions for Narrative .....	8-9
A. Purpose and Need	
B. Project Description	
C. Project Development Considerations	
D. Planning and Public Involvement	
E. Financial Responsibility	
F. Long-Term Commitment and Maintenance	
4. Instructions for Vicinity Map .....	9
5. Instructions for Support Letters and Photographs .....	10
Applicant's Checklist .....	11

<b>FOR PROJECTS OUTSIDE MPO BOUNDARIES:</b>	<b>FOR PROJECTS INSIDE MPO BOUNDARIES:</b>
Send Applications to appropriate ITD District by close of business Monday, January 31, 2005	Send applications to your MPO by close of business Monday, January 31, 2005
(See Part A, page 6, for ITD District addresses)	(See Part A, page 5, for MPO addresses)



## General Instructions

Read the Solicitation and these instructions carefully as many aspects have changed from the previous year.

Complete Sections 1 through 5 as described in the instructions and using the forms provided. Be sure to **use the current forms**. Do not include the instructions with your application.

The application packet and materials are available at the following website: **[www.itd.idaho.gov/itd/planning/reports/enhancement/EnhancementProgram.html](http://www.itd.idaho.gov/itd/planning/reports/enhancement/EnhancementProgram.html)**. This location also has downloadable forms which allow you to enter information directly and then make a printed copy.

Present items in the order presented on the previous page. Clip the Applicant's Checklist to the top of the original only (no copies necessary).

The **original** application must be submitted on letter-size paper (8.5" x 11"), one side only. Maps may be larger but must be folded to standard paper size. Font size must be at least 11 pt.

The application is **limited to 15 single-sided pages**, including all forms, photos and attachments. The Applicant's Checklist is not included in the page count.

**Do not include a title page, cover or binding.** The first page of your application must be Section 1. **Do not staple the original.**

**The original application (original signatures) and 11 copies must be submitted.** Copies may be two-sided.

## APPLICATION DUE DATE

**The deadline for applying is close of business Monday, January 31, 2005. See pages 5-6 of Part A for details on where to submit your application.**

## Section 1: Project & Cost Summary with Sponsor Certification

APPLICANT ORGANIZATION	
Name	Contact Person
Address	Title
	Telephone
SPONSORING AGENCY	
Name	
Address	
PROJECT NAME & LOCATION	
PROJECT DESCRIPTION (summary)	
<b>Length:</b> <b>Width:</b> <b>Quantity:</b> <b>Begin Mile Post:</b> <b>End Mile Post:</b> (where applicable, specify the above)	<b>ENHANCEMENT CATEGORY</b> <input type="checkbox"/> Historic <input type="checkbox"/> Scenic or Environ. <input type="checkbox"/> Ped/Bike (if more than one category, indicate rank)
TRANSPORTATION BENEFIT	
COST SUMMARY	RIGHT-OF-WAY NEEDS
Federal Funds Requested:* \$	Property to be purchased? <input type="checkbox"/> yes <input type="checkbox"/> no
Total Matching Funds: \$	Easement(s) needed? <input type="checkbox"/> yes <input type="checkbox"/> no
Total Project Cost: \$	Donated Property? <input type="checkbox"/> yes <input type="checkbox"/> no
Show the matching percentage (matching funds/total project costs):**	
*Projects requesting more than \$500,000 in federal funds will be returned to the applicant.	
** Review matching requirements to ensure that match is adequate for total project cost.	
SPONSOR CERTIFICATION	
<p>I certify that _____ (Sponsor) supports the proposed Enhancement project and that Sponsor has the legal authority to apply for and pledge the matching funds required to receive the requested Transportation Enhancement funds. I further certify that matching funds will be available for the proposed project and that Sponsor will provide maintenance for the project upon completion. I understand that this is not a grant application, that it is a request for reimbursement through the federal aid system, and that all federal rules for contracting, auditing, and payment will apply to the project.</p>	
Signature	Date
Printed Name	Title
Adopted Resolution #	Date of Resolution

## Instructions for Section 1, Project & Cost Summary

**Applicant Organization:** Name of agency or organization requesting the project.

**Sponsoring Agency:** Name of governmental or tribal agency sponsoring the project. (Enhancement projects must be sponsored by a governmental entity.)

**Project Name and Location:** Name your project. For location, use city/county names, political boundaries, street names, highway route numbers, physical features and "direction and distance from" to indicate the location and extent of the project or work sites. Examples: (1) South side of Highway 43 from Milepost 23 to Rock Creek Bridge, (2) Main Street from 1<sup>st</sup> to 5<sup>th</sup> Streets in Jerome, (3) Five sites along County Road #4, between Your Town and My Town in Oneida County.

**Project Description:** Briefly summarize the proposed work, construction, facilities, or property purchase.

**Length:** Enter project length in American units, or enter other appropriate indicators of size or quantity (acres, number of sign(s) installed/removed, etc.). For a project along a roadway, enter any known beginning and ending mileposts. For a bikeway or sidewalk project, the width and total length are required.

**Enhancement Category:** Enter appropriate transportation enhancement activity. See Part A, Section 2, "Eligibility," for list. If the project does not clearly fit into at least one of these categories, it is not eligible. If it fits into more than one category, place a number in the box from 1 to 3 or 1 to 2, highest to lowest, to reflect the priority based on importance and budget.

**Transportation Benefit:** Summarize how the project relates to surface transportation and what transportation-related benefits it will add. Indicate type of users (local or tourist, children, pedestrians, bicyclists, etc.), expected annual usage (brief analysis /explanation), type of benefit (travel, scenic, educational, environmental, etc.), and how long the benefits will be provided. Example: Based on Average Daily Travel (ADT) counts, this scenic overlook will be accessible to approximately 5,000 travelers driving past the site daily. About 5% of them are expected to stop and examine the displays during summer months (based on current counts at other scenic overlooks).

**Cost Summary:** Enter "Total Cost" from Section 2, Project Cost Itemization Form. Consider all costs associated with the project, including preliminary engineering and construction engineering. The amounts shown for matching funds and federal funds should add up to the total project cost. Calculate the percentage match you are providing for the project. Carry out the match percentage to two decimal points. For example, a landscape project estimated to cost \$275,000 to design and build will calculate its match as follows: 6% of \$275,000 (total cost) equals \$16,500 match ( $\$275,000 \times .06 = \$16,500$ ). At the upper limit, a pathway project estimated to cost \$625,000 cannot request more than \$500,000 in federal aid. At the 10% match rate, a maximum of \$555,556 is eligible for Enhancement funding, \$55,556 as match. In

order to account for the total project cost, the additional amount required (\$69,444) is shown in the "Other Contributions" line of the Financial Commitment table. In addition, the Sponsor must cover 100% of any project costs not eligible for enhancement funding, and these costs should be shown separate from the request for enhancement funding. Actual project costs exceeding total costs will be considered nonparticipating and are the responsibility of the Sponsor.

**Right-of-Way Needs:** Answer yes or no to the three questions.

**Sponsor Certification:** Signature of the sponsoring agency agreeing to provide the match and maintenance for the project. For local governments, include the number and date of the resolution passed by the local government to support the match and maintenance requirements of the project.



## SECTION 2: PROJECT COST ITEMIZATION (page 1 of 2)

(round to nearest thousand dollars)

Fill out cost items as appropriate for your project. Use "Other" to specify items not shown.

Sponsor (City, County, Hwy Dist, State/Fed Agency)			
Project Title			ITD District
Project Length		F.A. Route or Local Street Name	
<b>PROJECT LIMITS (Local Landmarks at Each End of the Project)</b>			
Project Type			
<b>PRELIMINARY ENGINEERING by CONSULTANT (PC)</b>			
<b>For Construction or Renovation Projects Only.</b> PC includes concept development, preliminary and final design and review, geologic and hydraulic studies, environmental reviews and clearances, and local administrative costs. With few exceptions projects are developed under a consultant contract. Calculate 20% of the total construction costs, and use this amount if the resultant PC is greater than \$50,000. At a minimum you should enter \$50,000.			
<b>Total #1</b>	<b>Preliminary Engineering Costs</b>		
<b>ENHANCEMENT PROJECTS THAT PROVIDE INFORMATION AND INTERPRETATION</b>			
Research (Identification, Inventory, Evaluation, Data Analysis, Curation)			
Presentations, Proposals, and Displays			
Draft Publication or Product and Reviews			
Final Publication or Product			
Distribution/Implementation			
Other (Specify)			
<b>Total #2</b>	<b>Information and Interpretation Costs</b>		
<b>RIGHT-OF-WAY (ROW)</b>			
For projects where right-of-way, scenic easements, and/or use easements must be acquired or are being donated.			
Liaison and Negotiations			
Surveys, Documents, and Appraisals			
Acquisition Costs			
Other (Specify)			
<b>Total #3</b>	<b>Right-of-Way Costs</b>		
<b>CONSTRUCTION</b>			
If estimates are based on current costs, increase the estimate by 15% to account for inflation.			
<b>Items</b> (If quantity and unit price are not applicable, only fill in Cost)	<b>Quantity (Q)</b>	<b>Unit Price (UP)</b>	<b>Cost (Q x UP)</b>
Demolition/Removal of Existing			
Clearing/Grubbing			
Grading			
Drainage/Irrigation			
Permanent Signs or Displays			
Temporary Signs or Displays			
Seeding and Planting			
Other Landscaping			
Staging/Storage Areas			
Traffic Control			
Relocation of Utility/Sewer			

**SECTION 2: PROJECT COST ITEMIZATION (page 2 of 2)**

(round to nearest thousand dollars)

Fill out cost items as appropriate for your project. Use "Other" to specify items not shown.

<b>CONSTRUCTION (Cont.)</b>			
<b>Items</b> (If quantity and unit price are not applicable, only fill in Cost)	<b>Quantity (Q)</b>	<b>Unit Price (UP)</b>	<b>Cost (Q x UP)</b>
Pavement and Base			
Curb and Gutter			
Slope Protection			
Erosion/Pollution Control			
Structures (Bridges & Tunnels)			
Retaining Walls			
Pedestrian Crossing Signals and Illumination			
Guardrail			
Detours			
Utility/Sewer			
Bicycle Storage Systems			
Footings/Foundations			
Superstructure (Framing)			
Exterior Closure			
Roofing			
Interior Construction/Renovation			
Specialties/Equipment			
Mechanical/HVAC			
Mechanical/Plumbing			
Electrical/Lighting			
Electrical/Power			
Special Systems			
Other (Specify)			
<b>Total #4</b>	<b>Construction Costs</b>		
<b>Total #5</b>	<b>Mobilization (10% of Total #4)</b>		
<b>Total #6</b>	<b>Construction Engineering and Contingencies (15% of Total #4)</b>		
<b>Total #7</b>	<b>ITD Administrative Costs (\$2,000-\$10,000)</b>		
<b>Total Cost of Project (Add Totals #1 through #7)</b>			
Enter this total in Part 1 of the application under Summary of Costs.			

Cost Estimate Developed by \_\_\_\_\_  
 Print name and title Phone

## Instructions for Section 2, Project Cost Itemization

Accurate estimation of project costs is essential to the successful outcome of your project. If your application is successful, your award of federal-aid funds will be the maximum you will receive toward the project.

Fill out the Enhancement Project Cost Itemization form to identify project costs. Meet with your ITD District or MPO contact for help in determining relevant cost items or estimating per-unit costs. Calculate costs for all items that apply to the project.

Include any local government costs, such as project management and local forces administration, in Preliminary Engineering by Consultant, Total #1. If construction estimates are based on current costs, increase the estimate by 15% to account for inflation. Enter total project cost on the third line of the Cost Summary of Section 1.

Total #7, ITD Administrative Costs, provide for project administration and review. This cost varies from \$2,000-\$10,000 depending on the complexity of the project. Once you have the rest of your project cost estimates, check with your ITD District contact (page 6) for the amount that you should include here.

At the bottom of the second page you are asked to note the person or firm who developed the cost estimate. If your project request is to renovate an historic transportation facility, the cost estimate might be done by an architect or someone familiar with historic renovations. For a pathway project, the person developing the estimate may be a professional engineer (PE).

Labor/Pay Rates. Projects that cost over \$2,000 and are located within the existing right-of-way of a federal-aid highway must calculate costs using Davis-Bacon wage rates. If in doubt as to what this means, contact the District enhancement coordinator for assistance. Contractors cannot use volunteer labor if Davis-Bacon rules apply. However, a state highway or local government agency may use volunteer laborers under their direct control as a force account effort.

*Please note that Davis-Bacon does not apply to projects where eligibility is based on function such as bike paths and restoration of railroad facilities that are located outside the highway right-of-way. It does apply to projects that are linked to the highway, such as a wetland to filter highway run-off, even though the actual project is not on the physical right-of-way of the federal-aid highway.*

### Instructions for Section 3, Narrative

Throughout your narrative, be sure to address the general and project-specific criteria for your type of project. (See page 15 of the Application Packet for the list of criteria and pages 15-18 for factors to consider.) Provide the following information about your project in the order set forth:

#### A. Purpose and Need:

- Explain why the project is needed.
- What problems will occur or opportunities will be lost if not implemented?

#### B. Project Description:

- Describe the proposed work, location, and length and width on bike and pedestrian projects.
- State the eligible activity(ies) into which the project fits.
- Explain how the project relates to surface transportation (function, proximity, benefit).
- Explain how the project is over and above routine or required projects or activities.
- Describe how the project meets the need(s) previously described.
- Describe how the project enhances the quality of the traveling experience or the quality of life.

#### C. Project Development Considerations:

- If right-of-way or easements need to be purchased, provide details.
- Explain the location of the project in relationship to any environmentally sensitive factors, including rivers, lakes and wetlands.
- Does the project impact or go through historical features, structures?
- Are any low-income or minority populations impacted by the project location?
- Will any permits be needed?

#### D. Planning and Public Involvement:

- State whether the project is part of an approved comprehensive plan.
- Explain how the public has been involved in the identification and development of the project.
- If appropriate, explain how the project furthers a statewide government initiative.
- If there is opposition to the project, explain.

#### E. Financial Responsibility:

- Using the contributions worksheet below, give a full account of the sources, types, and dollar values of matching funds and other contributions needed to complete the project or complete the eligible activities within a larger project. Be sure that the match meets the requirements set forth in Part A. Be realistic as proof of value will be required for all donations. Add rows as needed to describe each contribution stream. The Other Contributions portion of the worksheet provides key information about how any portion of a project estimated to cost more than the maximum funding amount (maximum federal-aid funding plus match) will be accommodated.



**Contributions Worksheet**

<b>Type</b>	<b>Details</b>	<b>Dollar Value</b>
Sponsor's Cash		
<b>Total Cash Match</b>		
Donations of Materials		
Donations of Property		
Donations of Labor		
Donations of Services		
<b>Total Match</b> (Show in Section 1, line 2 of the Cost Summary section)		
Other Contributions		
<b>Total Other Contributions</b>		

- Demonstrate your ability to advance the project to contract in a timely manner with your available resources.

**F. Long-term Commitment and Maintenance:**

- Describe how you will provide for long-term management and maintenance of the completed project. (Maintenance is a critical aspect of any enhancement project. Discuss your plans for maintenance with your ITD District contact to make sure they are adequate.)
- Provide sufficient reference to any signed agreements if parties other than the Sponsor are responsible for any part of this obligation.

**Instructions for Section 4, Vicinity Map**

Include a vicinity map that shows the location of the project, including the route/street, the beginning point, and the ending point. If larger than 8.5" x 11", the map should fold into standard paper size and be easily folded out for viewing. All maps should indicate the county and/or city where the proposed project is to be located and the project location as listed on the application form. If your project provides linkages or access to destinations, identify the linkages and locations. For example, identify school locations for safe routes to school. Include a north arrow, scale, and title on your map.

## **Instructions for Section 5, Support Letters and Photographs**

Support letters and photographs must be within the 15-page limit. To save pages, the following options are provided on support letters:

- Include a Support Letter Summary listing the person or agency sending the letter of support and a brief description of the information provided in the letter. Retain the letters as back up.
- Reduce the size of the letters. Then paste several letters on one page and photocopy.

Provide sufficient photos to illustrate your project. Be sure to take photos before snow covers the ground. For bicycle/pedestrian facilities and other new construction, photos are valuable in assessing environmental issues and impacts. For scenic or historic easements, photos should show the view of the easement that is to be acquired. Do not include originals; use a color copier or printer to make copies.

## Applicant's Checklist

- \_\_\_\_\_ Project and Cost Summary with Sponsor Certification
- \_\_\_\_\_ Project Cost Itemization
- \_\_\_\_\_ Narrative with all required elements
- \_\_\_\_\_ Vicinity Map
- \_\_\_\_\_ Support letters
- \_\_\_\_\_ Photographs

I, \_\_\_\_\_, have reviewed the application and state that all required elements are present. In addition, the total pages are 15 or fewer, on 8.5 x 11 paper (vicinity map may be folded to size), and the original is single-sided and not bound or stapled.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Reviewer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization

Clip the completed Applicant's Checklist to the top of the original application only. It is not included in the page count.